

Department of Environmental Services City Hall Room 300B, 30 Church Street Rochester, New York 14614-1290 www.cityofrochester.gov



## NUMBER 8.2

## FLEET MANAGEMENT POLICY / PROCEDURE

SUBJECT: Document the Parts Role in Predictive Maintenance Program

APPROVED:

Michael Quattrone, Fleet Manager

**PURPOSE:** Keeping the right parts for the right vehicles in inventory at all times

**PROCEDURE:** Each morning the packing slips from the previous days parts receipts are

reviewed. Each special order part is entered into FASTER's Parts

Inventory Applet and the history is reviewed. Based on sales and what vehicle the part was issued to, a decision is made as to whether the part is going to be made a stock item. If the special order part was for a PM, then it is automatically made a stocked part. In addition to that, we review the Production Control's Outlook calendar to see what is scheduled to come in for work the next day. If there is something scheduled, then we conduct an issue search to verify that we have all the necessary parts available when the vehicle arrives. We also run a PM Due

Report in FASTER on a monthly basis to verify that we will have the

necessary parts on the shelf when the vehicles come in.

When new vehicles are added to the fleet, the PM schedule is reviewed and the filters are added to the system and put into inventory. We also request a suggested stocking list from the vendor and review it. Based on the functionality of the vehicle, parts are purchased from that list and

also put into inventory

**PREPARED BY:** Amanda Smith, Manager Automotive Parts and Materials

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